

# First Class Grants 101

2015-16 Grant Applications

# Types of Grants

Public School  
HeadStart  
Childcare

*Excellence*, up to \$45,000  
*Tiered*, up to \$92,700

New Classroom  
Grants

*Plus and Intervention*, up to \$120,000  
*Development*, up to \$150,000

# Types of Grants

Public School

Head Start

Childcare

New Classroom Grants

*Plus*

*Intervention*

*Development*

# Grant Amounts

## Excellence

- Up to \$45,000
- Intended to supplement existing classroom
  - Examples: Pay degreed teacher OSR required pay, enhance high quality early learning environment etc.
- Public School, Head Start and Childcare programs may all apply for Excellence grants
- Programs receiving the Excellence Grants are allowed (but not required) to charge tuition

# Grant Amounts

Tiered

Free/Reduced Percentage	Grant Amount Per Classroom
<50% free/reduced	\$80,100.00
51%-60% free/reduced	\$82,800.00
61%-75% free/reduced	\$85,500.00
76-90% free/reduced	\$88,200.00
91-100% free/reduced	\$92,700.00

# Grant Amounts

## Plus and Intervention

- Up to \$120,000
- Intended to fully equip classroom and pay for one year of operations
- Requires 25% match
- For one year only

## Development

- Up to \$150,000
- Intended to fully equip classroom and outside learning environment and pay for one year of operations
- Requires 25% match
- For one year only

# New Classroom Grants

- New process this year for the large grants
- Three types of New Classroom Grants (up to \$120,000 - \$150,000)
  - Plus*
  - Intervention*
  - Development*
- Each organization interested in applying for a New Classroom Grants (up to \$120,000-\$150,000) must first complete a Letter of Inquiry (LOI)
- Only those organizations with an approved LOI may proceed with the full application process
- Organizations will be notified by DCA the type of New Classroom grant for which they qualify upon approval of LOI
- New Classroom Grants are specifically for growing access to additional children, not to supplement serving an existing group of children

# Public School Grants

- Granted to Local Education Agencies for implementation of a First Class Pre-K Classroom.
- May be used to supplement an existing classroom OR
- May be used to establish a new classroom
- May not be used to supplant (replace) funds going into existing Pre-K
- LEA's may apply for **Tiered** amount or **Excellence** amount



# Childcare Grants

- Granted to private childcare, community organizations, faith based programs, college or university centers, military childcare, non-profit childcare etc.
- May be used to supplement an existing classroom OR
- May be used to establish a new classroom
- Organizations may apply for **Tiered** amount or **Excellence** amount

# Head Start Grants

- Granted to Head Start grantees
- Funds are intended to supplement an existing classroom
  - Teacher pay*
  - Learning environment*
  - Etc.*
- Head Start Programs may apply for the **Excellence** amount

# Application Process All Online

Step 1: Registration

Step 1 ½: Letter of Inquiry (New Classroom Grant only)

Step 2: Application

Step 3: Proof application

Step 4: Submit application

Step 5: HOPE

# Step 1: Registration

To access the registration page, visit [www.children.alabama.gov](http://www.children.alabama.gov) and click on the link “I want to...become a *First Class Pre-K site*”

children.alabama.gov

HOME ABOUT US CONTACT US TRANSLATE

First Class Pre-K First Teacher Home Visiting Head Start Children's Policy Council

**I want to...**

- become a *First Class Pre-K site*.
- find a *First Class Pre-K site*.
- speak to someone locally about *home visiting*.
- find a *Head Start* location.
- explore the importance of *early childhood development*.

**Creating Possibilities in the Lives of Alabama's Children**

**The Alabama Department of Children's Affairs (DCA) is responsible for**

- Establishing coordination and communication with state and local agencies and child advocacy groups
- Seeking additional resources to invest in the welfare of children and families
- Connecting Alabama families with available services
- Enhancing and developing programs to prepare children for a life of learning and to support the well being of families

**DCA is comprised of**

- Alabama Children's Policy Councils
- Alabama Head Start State Collaboration Office
- First Class: Alabama Pre-K
- First Teacher: Alabama's Home Visiting Program
- Children Trust Fund
- Early Childhood Advisory Council

# Step 1: Registration

On the next page, follow the “Click here to apply” link.

The screenshot shows the website [children.alabama.gov/become-a-first-class-site/](http://children.alabama.gov/become-a-first-class-site/). The header includes the Alabama Department of Children's Affairs logo and navigation links: HOME, ABOUT US, CONTACT US, TRANSLATE, and social media icons. A secondary navigation bar lists: First Class Pre-K, First Teacher Home Visiting, Head Start, and Children's Policy Council.

**Become a First Class Pre-K Classroom**

Do you want to become a First Class Pre-K Classroom?

[Click here to apply](#)

The Office of School Readiness announces the request for proposals for the First Class Pre-K program. Please follow the directions in the application carefully. Make sure you read this RFP thoroughly before completing.

**Application Deadline is March 16, 2015**

**All Letters of Inquiry to be considered for New Classroom Grants must be received by midnight on February 9, 2015.**

**Eligibility to Apply:**

Alabama's First Class Pre-K is offered in a variety of settings throughout the state. **All types** of programs in any Alabama county are encouraged to apply.

- Childcare centers
- Public school systems
- Head Start programs,
- Faith-based centers,
- College/university lab schools,

**Quick Links:**  
(to our divisions & programs)

Logos for First Class, First Teacher, Head Start, and CPC.

**First Class Pre-K Awards 2014-15**

The Alabama Department of Children's Affairs Office of School Readiness is pleased to announce the award of 101 First Class Pre-K grants.

To see the list, please [click here](#).

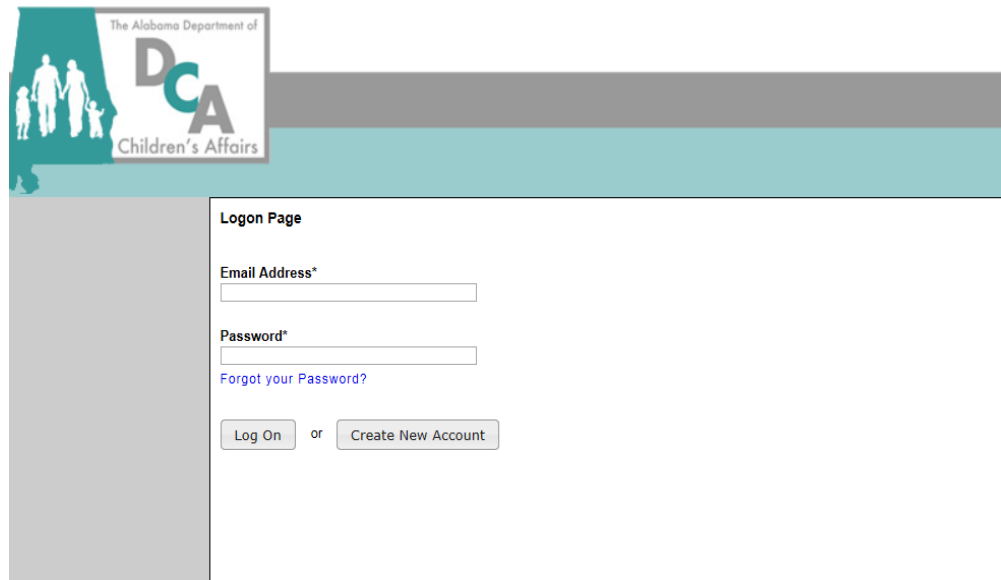
**Apply Now for a Career with First Class Pre-K!**

A diagram showing a central circle labeled 'CAREER' surrounded by boxes for EDUCATION, SKILLS, VISION, INTERESTS, VALUES, and GOALS.

Education Specialist

# Step 1: Registration

Click on Create New Account to begin the registration process. If you have registered in the past, you do not need to create a new account.



The Alabama Department of  
**DCA**  
Children's Affairs

**Logon Page**

Email Address\*

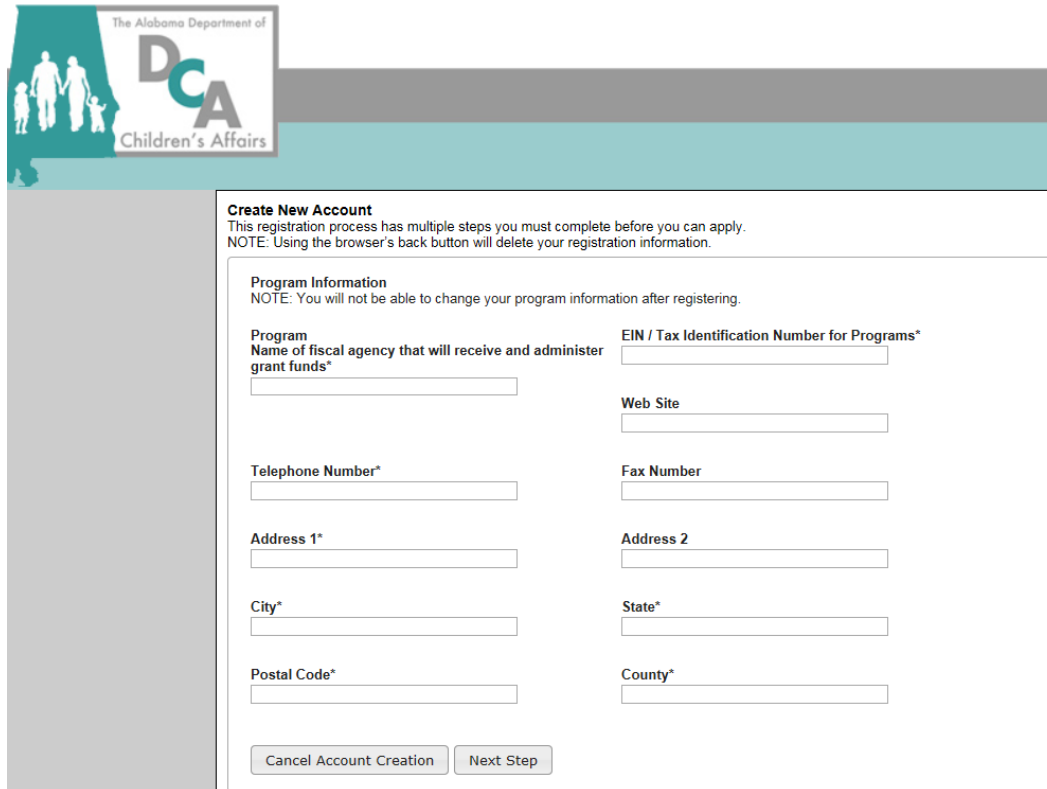
Password\*

[Forgot your Password?](#)

or

# Step 1: Registration

Enter the name and details of the fiscal agency that will receive and administer grant funds.



The screenshot shows the registration interface for the Alabama Department of Children's Affairs. At the top left is the department's logo, which includes a silhouette of a family and the text 'The Alabama Department of DCA Children's Affairs'. The main content area is titled 'Create New Account' and includes a note about the multi-step registration process and a warning about the browser's back button. Below this is a form titled 'Program Information' with a note stating that program information cannot be changed after registration. The form contains several input fields for agency details, arranged in two columns. At the bottom are two buttons: 'Cancel Account Creation' and 'Next Step'.

**The Alabama Department of Children's Affairs**

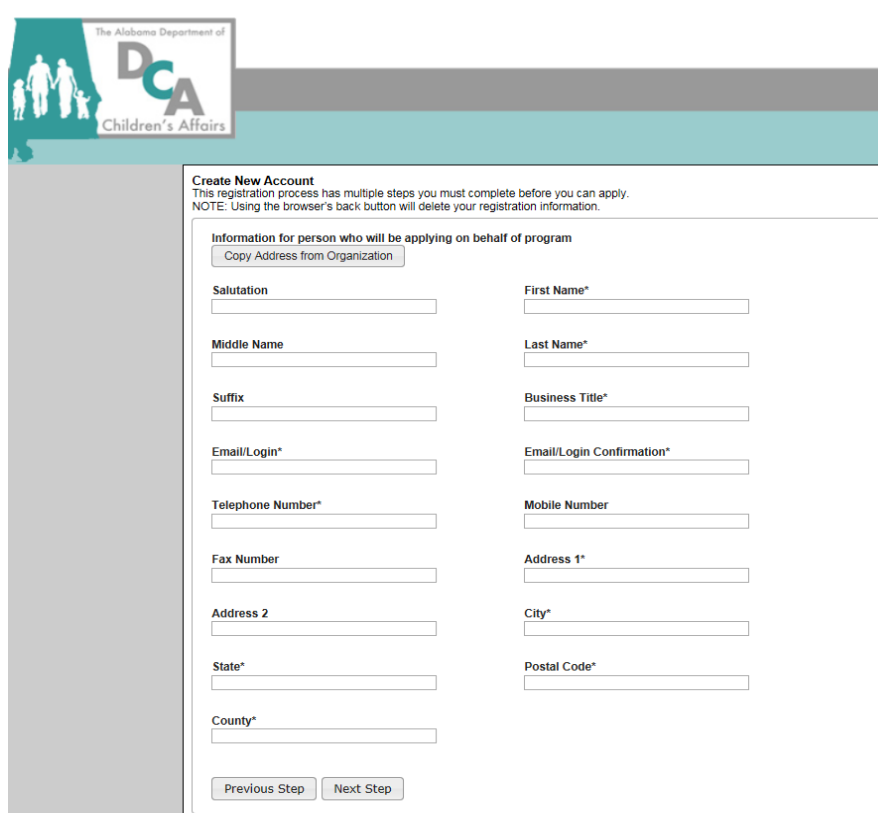
**Create New Account**  
This registration process has multiple steps you must complete before you can apply.  
NOTE: Using the browser's back button will delete your registration information.

**Program Information**  
NOTE: You will not be able to change your program information after registering.

<b>Program Name of fiscal agency that will receive and administer grant funds*</b>	<b>EIN / Tax Identification Number for Programs*</b>
<input type="text"/>	<input type="text"/>
	<b>Web Site</b>
	<input type="text"/>
<b>Telephone Number*</b>	<b>Fax Number</b>
<input type="text"/>	<input type="text"/>
<b>Address 1*</b>	<b>Address 2</b>
<input type="text"/>	<input type="text"/>
<b>City*</b>	<b>State*</b>
<input type="text"/>	<input type="text"/>
<b>Postal Code*</b>	<b>County*</b>
<input type="text"/>	<input type="text"/>

# Step 1: Registration

Enter contact information for the person who will be applying on behalf of the program. This person will use their email address and password set during step 6 to log in each time.



The screenshot shows the 'Create New Account' page for the Alabama Department of Children's Affairs. The header features the department's logo, which includes a stylized family and the text 'The Alabama Department of DCA Children's Affairs'. Below the header, the page title 'Create New Account' is followed by a note: 'This registration process has multiple steps you must complete before you can apply. NOTE: Using the browser's back button will delete your registration information.' The main form area is titled 'Information for person who will be applying on behalf of program' and contains a 'Copy Address from Organization' button. The form fields are organized into two columns: Salutation, First Name\*, Middle Name, Last Name\*, Suffix, Business Title\*, Email/Login\*, Email/Login Confirmation\*, Telephone Number\*, Mobile Number, Fax Number, Address 1\*, Address 2, City\*, State\*, Postal Code\*, and County\*. At the bottom, there are 'Previous Step' and 'Next Step' buttons.

**The Alabama Department of Children's Affairs**

**Create New Account**  
This registration process has multiple steps you must complete before you can apply.  
NOTE: Using the browser's back button will delete your registration information.

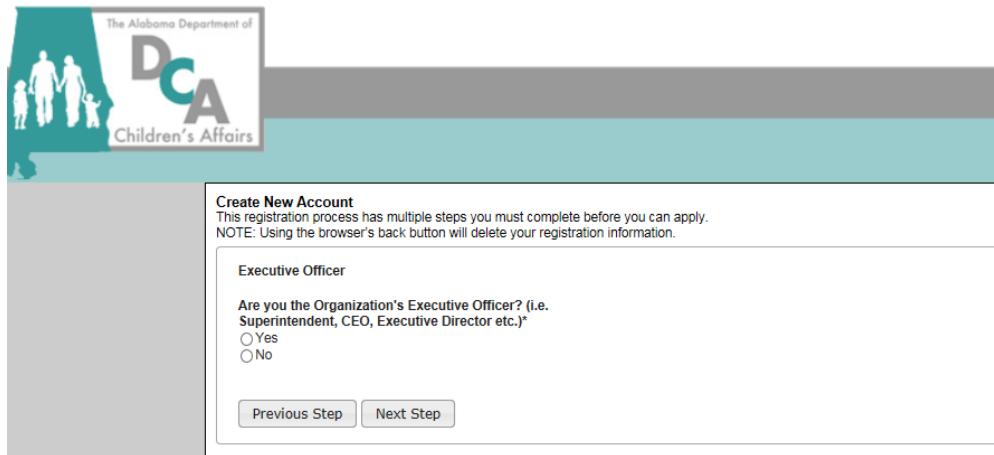
Information for person who will be applying on behalf of program

Salutation	First Name*
Middle Name	Last Name*
Suffix	Business Title*
Email/Login*	Email/Login Confirmation*
Telephone Number*	Mobile Number
Fax Number	Address 1*
Address 2	City*
State*	Postal Code*
County*	



# Step 1: Registration

If the person entered in step 3 is also the Executive Officer, select Yes and proceed to the password page. If the person entered in step 3 is not the Executive Officer, select No and proceed to enter the details for that person.



The screenshot shows the registration interface for the Alabama Department of Children's Affairs (DCA). The header features the DCA logo, which includes a silhouette of a family and the text "The Alabama Department of Children's Affairs" and "DCA". Below the header, the main content area is titled "Create New Account" and includes a note: "This registration process has multiple steps you must complete before you can apply. NOTE: Using the browser's back button will delete your registration information." The form contains a section labeled "Executive Officer" with the question "Are you the Organization's Executive Officer? (i.e. Superintendent, CEO, Executive Director etc.)". There are two radio button options: "Yes" and "No". At the bottom of the form, there are two buttons: "Previous Step" and "Next Step".

**The Alabama Department of Children's Affairs**  
**DCA**

**Create New Account**  
This registration process has multiple steps you must complete before you can apply.  
NOTE: Using the browser's back button will delete your registration information.

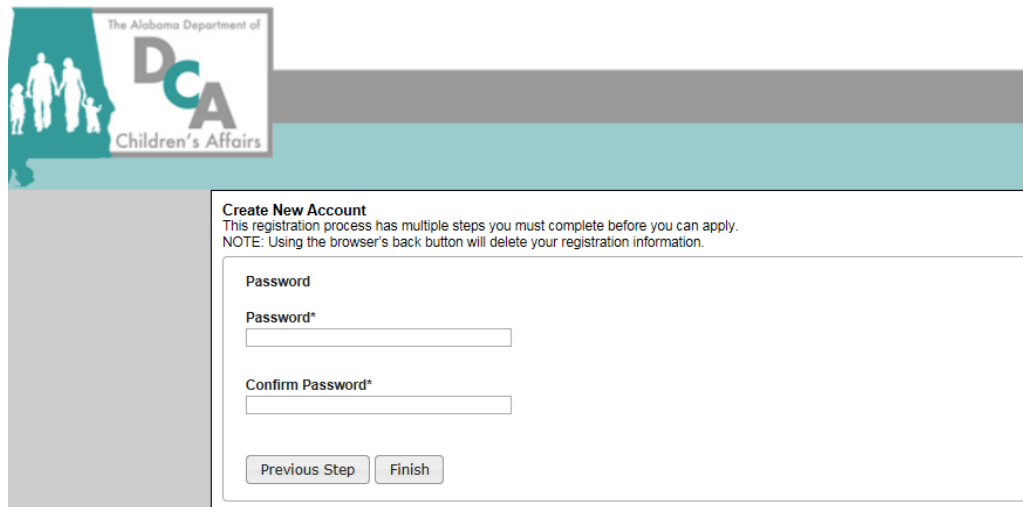
**Executive Officer**

Are you the Organization's Executive Officer? (i.e. Superintendent, CEO, Executive Director etc.)  
☐ Yes  
☐ No

[Previous Step](#) [Next Step](#)

# Step 1: Registration

If you selected Yes in step 4, this is the 5<sup>th</sup> and **final** step of the registration process. Please set and confirm your password.



The screenshot shows the registration interface for the Alabama Department of Children's Affairs. The header features the department's logo, which includes a silhouette of a family and the text "The Alabama Department of DCA Children's Affairs". Below the header, the page is divided into a main content area and a sidebar. The main content area contains the "Create New Account" section, which includes a warning message and two password input fields. The sidebar contains two buttons: "Previous Step" and "Finish".

**Create New Account**  
This registration process has multiple steps you must complete before you can apply.  
NOTE: Using the browser's back button will delete your registration information.

**Password**

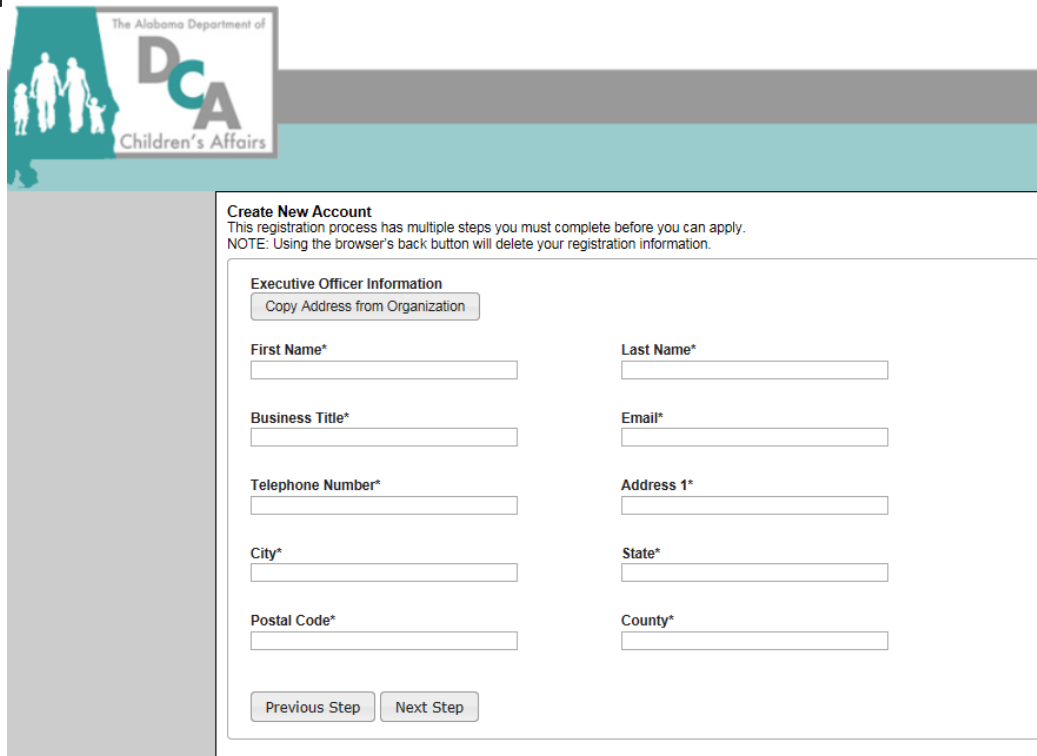
**Password\***

**Confirm Password\***

[Previous Step](#) [Finish](#)

# Step 1: Registration

**OR** if you selected No in step 4, you will need to complete this step of the registration process by entering the Executive Officer Information



The screenshot shows the registration interface for the Alabama Department of Children's Affairs. The header features the department's logo, which includes a silhouette of a family and the text 'The Alabama Department of DCA Children's Affairs'. Below the header, the form is titled 'Create New Account' and includes a note about the multi-step process and the effect of the browser's back button. The main section is 'Executive Officer Information', which contains a 'Copy Address from Organization' button and several required input fields: First Name\*, Last Name\*, Business Title\*, Email\*, Telephone Number\*, Address 1\*, City\*, State\*, Postal Code\*, and County\*. At the bottom of the form are 'Previous Step' and 'Next Step' buttons.

**The Alabama Department of Children's Affairs**

**Create New Account**  
This registration process has multiple steps you must complete before you can apply.  
NOTE: Using the browser's back button will delete your registration information.

**Executive Officer Information**  
[Copy Address from Organization](#)

First Name\*  Last Name\*

Business Title\*  Email\*

Telephone Number\*  Address 1\*

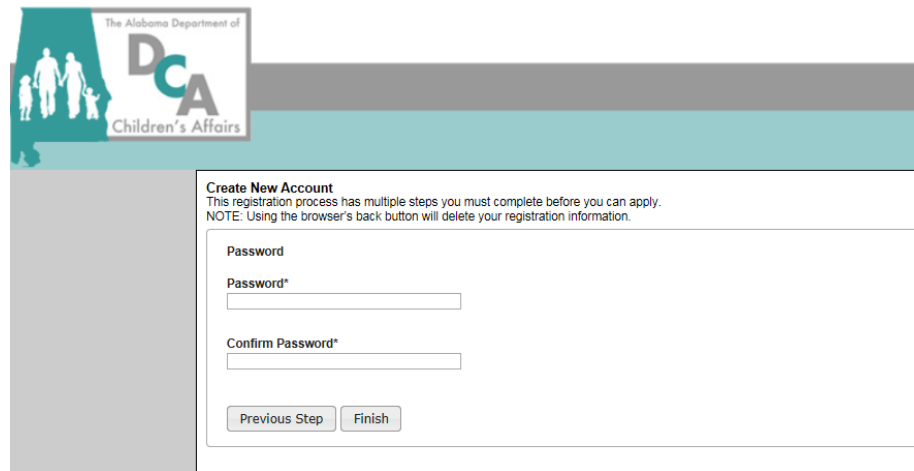
City\*  State\*

Postal Code\*  County\*

[Previous Step](#) [Next Step](#)

# Step 1: Registration

For those that selected No in step 4, this the final step. Proceed to set and confirm your password.



The screenshot shows the registration interface for the Alabama Department of Children's Affairs (DCA). The header features the DCA logo, which includes a stylized family silhouette and the text "The Alabama Department of DCA Children's Affairs". The main content area is titled "Create New Account" and includes a note: "This registration process has multiple steps you must complete before you can apply. NOTE: Using the browser's back button will delete your registration information." Below this, there are two password input fields labeled "Password" and "Confirm Password\*", each with an asterisk indicating it is required. At the bottom of the form, there are two buttons: "Previous Step" and "Finish".

Once you have successfully completed the registration process you will be taken to the Application page. Congratulations!

# Step 1 ½: Letter of Inquiry

## New Classroom Grant Application

### Eligibility to Apply:

All types of programs are encouraged to apply for this grant to establish a new classroom for 4-year-olds who currently do not have access to Pre-K. Those programs include, but are not limited to the following:

- Childcare centers
- Public schools
- Head Start programs
- Faith-based centers
- College and University programs and lab schools
- Private schools
- Community organizations
- Military childcare centers
- Other providers of preschool.

### Application Process:


All potential applicants for a New Classroom Grant (Plus, Intervention, Development) must first submit a Letter of Inquiry. Letters of Inquiry for the establishment of new classrooms are due no later than **February 9, 2015**. The New Classroom Grants include Plus, Intervention and Development grants and are up to \$120,000 or \$150,000, depending on the criteria met. Only organizations with approved Letters of Inquiry will be allowed to apply for the New Classroom Grants (Plus, Intervention, and Development).

The New Classroom Grants are designed to establish a brand new classroom serving children who currently do not have access to Pre-K. New Classroom Grants are awarded for **1 year** and will go through a re-application process for a lower grant amount for subsequent years. The initial application will require a sustainability plan for the classroom.

All organizations, including those with an LOI not approved, may apply for the following types of grants: Childcare, Public School, and Head Start. The grant amounts and requirements are specified within the application. Organizations may apply for the Childcare, Public School, and Head Start grants **without an LOI**. **Only the New Classroom Grants require an approved LOI.**

Clicking this link will take you to the Letter of Inquiry (LOI).

# Step 2: Application



The Alabama Department of  
**DCA**  
Children's Affairs

requests

Dashboard  
Apply

tools

Fax to File

### Application Page

#### Instructions

The Alabama Department of Children's Affairs announces the Request for Proposals (RFP) for the First Class Pre-K program. Please follow the directions in the application carefully. Please read this RFP thoroughly before completing.

**Diverse Delivery:**  
Alabama's First Class Pre-K is offered in a variety of settings throughout the state. All types of programs in all Alabama counties are encouraged to apply. The Department of Children's Affairs encourages and supports a diverse delivery system.

Childcare centers  
Public schools  
Head Start programs  
Faith-based centers  
College and University programs and lab schools  
Private schools  
Community organizations  
Military childcare centers  
Other providers of preschool

**Requirements:**  
The First Class Pre-K program is nationally recognized for high quality. To understand the required expectations of a First Class Pre-K classroom, please refer to the Office of School Readiness 2014-15 Guidelines and the Alabama Developmental Standards for Preschool Children. These documents may be found at [www.children.alabama.gov](http://www.children.alabama.gov).

**Application Process:**  
All applications are to be submitted online using the grant management system.

A Letter of Inquiry (LOI) is NOT required to apply for Childcare, Public School, and Head Start Grants. **Only the New Classroom Grants require an approved LOI.**

The Childcare, Public School and Head Start Grants may be used to establish a new classroom, however, the grant amounts are not as great as the amounts funded through the New Classroom Grants application. If a Childcare, Public School or Head Start organization has another source of funds to help with the establishment of the new classroom, the organization is encouraged to use the appropriate Childcare, Public School, or Head Start Grant application to establish new classrooms.

**Registration:**  
Prior to applying for a grant, each organization must first register through the online grant system. Click the registration link from the [www.children.alabama.gov](http://www.children.alabama.gov) website to access registration and online grants.

**Questions and Support:**  
Questions about the grant application and process may be emailed to [prekgrantsupport@dca.alabama.gov](mailto:prekgrantsupport@dca.alabama.gov) or you may leave a message at (334) 353-2715.

**Please note:** The First Class Pre-K grant funds are not allowed to supplant (replace) federal or other funds allocated to 4 - year- old preschool or Pre-K programs.

# Step 2: Application

## Childcare Program Application

### Childcare Program Application

#### Eligibility to Apply:

All childcare centers in all counties are encouraged to apply, including but not limited to

- Private childcare,
- Faith-based programs,
- College and university centers,
- Private schools,
- Community organizations,
- Military based childcare
- Others providers of early childhood education.

# Step 2: Application

## Public School Application



Public School Program Application

Eligibility to Apply:

All Local Education Agencies (LEA) throughout the state are encouraged to apply.



# Step 2: Application

## HeadStart First Class Application

Head Start First Class Application

Eligibility to Apply:

All Head Start classrooms throughout the state are encouraged to apply for Excellence grants.

# Step 3: Proof application

Be sure to save the application frequently!

## Step 4: Submit application

Once you have completed the application and verified that all files have been uploaded, submit the application using the online system.

# Step 5: HOPE

Thank you for applying!

# Tip

From the “Become a First Class Pre-K Classroom” page, you can access additional **Grant Material** including PDF versions of the applications for all Childcare, Head Start, and Public School Grants.

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## Grant Materials

All applications must be completed online using the [online grant application system](#).

Below are PDF versions of the applications for each type of grant. Click on the title to view the question legend.

[Childcare Grant Application](#)

[Head Start First Class Application](#)

[Public School Grant Application](#)

[New Classroom Grant Letter of Inquiry \(LOI\)](#) - only necessary if applying for Plus, Intervention or Development grants up to \$120,000 - \$150,000

[New Classroom Grant Application](#)

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Download recorded GoTo Meeting regarding the First Class Grants

# Tip

The New Classroom Grant Letter of Inquiry (LOI) and the New Classroom Grant Application are also available. **Since the entire application process is online, it may be helpful to have these files.**

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## Grant Materials

All applications must be completed online using the [online grant application system](#).

Below are PDF versions of the applications for each type of grant. Click on the title to view the question legend.

[Childcare Grant Application](#)

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[New Classroom Grant Letter of Inquiry \(LOI\)](#) - only necessary if applying for Plus, Intervention or Development grants up to \$120,000 - \$150,000

[New Classroom Grant Application](#)

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# Questions

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